

Topic: Marquees

OPR: Information Manager  
380-7724

Reference: None

Procedure:

- All requests for information placed on the Multi-purpose Field Electronic Marquee, the marquee near the 24-hour shoppette and the marquee near the Commissary/PX should be e-mailed to the Fort Irwin Community Information Manager @ [IRWIN-INFO-MGR@conus.army.mil](mailto:IRWIN-INFO-MGR@conus.army.mil). The information manager will analyze the request, determine if it is suitable for placement on the marquees and slot a time for its appearance on the marquees.
- All requests for information placed on the marquees key should include the following: What, When, Where, and POC. Also any predesigned marquee signs should be horizontal as the marquee is best suited for horizontal designs. They should be submitted as either PowerPoint presentations or JPEGs.
- All marquee submissions should be in proper taste and keep with proper military and community standards.
- Information will be placed on the marquees no more than two weeks prior to the event occurring unless directed by the Garrison Commander or Garrison Command Sgt. Major.
- Only O-6s and above in command positions will be eligible for welcomes and farewells on the marquees no more than a week prior to their arrival or departure from Fort Irwin.
- All marquee submissions should be made at least three weeks prior to the actual event to ensure time for scheduling run time on the marquee.
- Marquee submissions should feature type sizes no smaller than 24-point as to be legible on the marquee.
- Marquee signs are slated to run for 10 seconds each before transitioning to the next sign.
- Any questions about marquee submissions should be submitted to the Community Information Manager at (760) 380-7724 or @ [IRWIN-INFO-MGR@conus.army.mil](mailto:IRWIN-INFO-MGR@conus.army.mil).